

**COMMITTEE FOR PUBLIC COUNSEL SERVICES  
PUBLIC DEFENDER DIVISION**

**44 Bromfield Street  
Boston, MA 02108  
(617) 482-6212**

**Position Posting**

September 5, 2006

**DISTRICT COURT SUPERVISING ATTORNEY**

The Public Defender Division of the Committee for Public Counsel Services is opening offices throughout the Commonwealth for the purpose of providing representation by staff attorneys to indigent defendants in District Court jurisdiction criminal cases. The management of each such office will be the primary responsibility of a District Court Office Director. The Public Defender Division is now seeking attorneys with a minimum of three years experience to serve as Supervising Attorneys who, under the direction of the District Court Office Director, will assist in the supervision of staff attorneys and will also have their own reduced caseloads of District Court clients. The Public Defender Division is currently seeking to fill Supervising Attorney positions for its District Court offices in downtown Boston, Quincy, and Worcester.

Attorneys interested in applying for a Supervising Attorney position are invited to submit an application, as further described below.

**Salary**

The salary for this position for an attorney with the minimum of three years experience is \$48,595, and will be greater for an attorney with more than three years experience.

**Description of District Court Office**

Individual District Court offices vary in size, ranging from four attorneys in some counties to 12 attorneys in others. It is anticipated that when fully funded and staffed, each office will have a full-time investigator, secretarial support, and at least part-time social work staff. The caseload will consist of criminal offenses, both misdemeanors and felonies, within the District Court's final jurisdiction.

## **Responsibilities**

The direct representation duties of the Supervising Attorney include:

- client interviews;
- arraignment and bail advocacy;
- legal research and writing;
- pretrial investigation including visiting crime scenes, locating and interviewing witnesses, collecting and reviewing documentary evidence;
- preparing and arguing pretrial motions, affidavits and legal memoranda;
- dispositional investigations and advocacy;
- jury and bench trials of criminal cases;
- representation of clients in interlocutory proceedings; and
- providing formal and informal assistance to private attorneys on cases assigned through the Private Counsel Division of CPCS.

The supervisory duties of the Supervising Attorney include:

- regular one-on-one meetings with individual supervisees, as well as group meetings, to review case preparation and performance;
- in-court supervision, including second-seating of trials and significant pretrial hearings;
- preparation of annual performance evaluations;
- presentation of in-office training sessions; and
- supervision of other staff, such as investigators, as delegated by the office's Director.

## **Requirements**

The following attributes are required for the position of District Court Supervising Attorney:

- eligible to practice law in Massachusetts either as a member of the Massachusetts bar in good standing or as the member of the bar of another jurisdiction eligible to engage in limited Massachusetts practice under Supreme Judicial Court Rule 3:04;
- a minimum of three years experience providing criminal defense representation;
- jury trial experience as lead counsel in criminal cases;
- a demonstrated commitment to the principle of zealous advocacy in the representation of indigent persons in criminal cases;
- strong interpersonal and analytical skills;
- ability to work in a defense-oriented capacity, both independently and collaboratively;
- commitment to working with a culturally diverse, low-income population; and
- ability and commitment to complete annual performance evaluations in a timely and comprehensive manner.

## **Application**

It is preferred that applications be submitted by e-mail. Interested candidates should submit (1) a resume and (2) a statement of interest which includes a description of the applicant's jury trial experience in criminal cases and which specifies the location(s) for which the applicant wishes to be considered as document attachments to an e-mail directed to:

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Applications should be submitted by September 22, 2006, but may be accepted until the positions are filled.

**This office is an equal opportunity/affirmative action employer.**